



Organizational Growth and Funding Resources

*This handout accompanies the video series on Organizational Growth and Capacity Building for Family and Youth Peer Programs and Organizations found on peertac.org.

Grant Proposals

Organizational Narratives

- When considering a funding opportunity, you will draft an organizational narrative to include the following areas.
 - ✓ Organization background
 - ✓ History and experience of providing family and youth peer support
 - ✓ Region covered/ proposed region
 - ✓ Project plan
 - ✓ Anticipated outcomes
 - ✓ Plan for sustainability beyond grant period
- The narrative should provide clear details for the funder to understand the work that you intend to complete with their funds. Use relevant data for your regional demographics to explain the need for family and youth peer support.

The Golden Thread

- The grant application should have consistent information that links your organizational mission and vision to the application's goals and action items. This *golden thread* of information ensures that you are (1) best positioned to provide the proposed services and they match what your organization's abilities are, and (2) your organization and workforce can meet the requirements of the funding source.
- The following questions can be used for reflection;
 - ✓ What am I hoping to accomplish with funding? – Are you filling a gap in the community with something you have to offer?
 - ✓ What is the problem I'm hoping to solve? – Describe the needs in the community with support from data and needs assessments.
 - ✓ How can we plan to make this happen? – What are measurable action items that will show this is being accomplished?



Template Outline & Checklist

- Create a template to get organized, matching request for funding proposal requirements with each category to ensure you cover all areas. Collecting information upfront will allow you to designate team members to support narrative development and task assignments.
- After you have identified a possible funding opportunity, begin by reviewing this checklist of items below and gathering the required information.

CHECKLIST

GRANT REQUEST FOR PROPOSAL (RFP) # AND NAME OF APPLICATION:

PROJECT TITLE

APPLICATION FUNDING MAXIMUM / REQUESTED AWARD AMOUNT

APPLICANT ORGANIZATION NAME / ADDRESS

PROJECT TEAM (DIRECTOR, COORDINATOR, TEAM MEMBERS, ETC.)

ORGANIZATION'S EMPLOYEE IDENTIFICATION NUMBER (EIN) / DUNS NUMBER

NYS STATEWIDE FINANCIAL SYSTEM (SFS) VENDOR ID (IF APPLICABLE)

SERVICE REGION / PROPOSED SERVICE REGION

TARGET POPULATION / DEMOGRAPHIC DESCRIPTION

GOALS/ ACTION ITEMS REQUIRED

COLLABORATIVE PARTNERS / LETTERS OF SUPPORT

DEADLINE FOR QUESTIONS / LETTER OF INTENT / APPLICATION SUBMISSION



Letters of Support

- There are times when letters of support are required as part of a grant application. These are letters that add credibility to your application, highlight collaborations and give merit to the proposal.
- The goals of a letter of support are to:
 - ✓ Specify what the collaborator(s)/consultant(s) will contribute to the research or project
 - ✓ Convince the reviewer that the collaborator(s)/consultant(s) will fulfill the request
 - ✓ Convey enthusiasm for the work
 - ✓ Lend credibility to your proposal
- Letters of support should:
 - ✓ Be unique and written from the point of view of your collaborator(s)/consultant(s)
 - ✓ Be on institutional letterhead and signed by the appropriate party (someone authorized to make the commitment of support)
 - ✓ Be addressed either to the PI of the proposal or to the granting agency – check the guidelines of the specific grant and/or agency
 - ✓ Be focused on requested topics and not contain details that are expected to be in the research or project description section (this is required by NIH and a good idea for most agencies)
 - ✓ Address any specific guidelines (e.g., particular assurances) required by the funding agency or the university, as outlined in the Funding Opportunity Announcement (FOA) or as requested by your Research Administrator.
 - ✓ Meet all other requirements (e.g., page limits) of the funding agency.

For more information on these key points for Letters of Support, please visit the following resources:

- National Institute of Allergy and Infectious Diseases. (2020, November 20). *Letters of support | niaid: National Institute of Allergy and Infectious Diseases*. [niaid.nih.gov](https://www.niaid.nih.gov/grants-contracts/letters-of-support). <https://www.niaid.nih.gov/grants-contracts/letters-of-support>
- OVPR Research Development, Tufts University. (2020, May). *How to Write an Effective Letter of Support*. How to Write an Effective Letter of Support | Tufts Office of the Vice Provost for Research. <https://viceprovost.tufts.edu/policies-forms-guides/how-write-effective-letter-support>



Proposal Budgets

Developing budgets and budget narratives for your proposed project are core components of a grant application. Each proposal may have its own budget templates or requirements. See these resources for general information on developing budgets for proposals:

- ✓ Candid Budgeting Resources: <https://learning.candid.org/resources/knowledge-base/budget-examples/>
- ✓ Creating a Sound Proposal Budget Course: <https://learning.candid.org/training/courses/creating-a-sound-proposal-budget/>
- ✓ Instrumental Budget Examples: <https://www.instrumentl.com/blog/grant-budget-examples>

Grant Writing Templates and Narratives

- ✓ Instrumentl: <https://www.instrumentl.com/templates/grant-proposal-template>
- ✓ New York Council of Nonprofits, Inc.: <https://www.nycon.org>
- ✓ Jotform: <https://www.jotform.com/pdf-templates/grant-proposal>

Steps to Prepare for NYS Grant Applications

1. View video tutorials available for becoming a registered vendor in NYS: <https://corcraft.ny.gov/becoming-registered-vendor-nys-vendor-file-0>
2. Register as a vendor to become eligible for NYS Grants with the Statewide Financial System of New York: <https://www.sfs.ny.gov/>
3. Search for and sign up for notices of funding opportunities at the New York State Grants Management website: <https://grantsmanagement.ny.gov/>



New York Statewide Financial Services

If you are searching for a NYS grant, considering applying, or have identified a NYS grant and are ready to apply, you will need to be registered as a vendor with the NY SFS.

You can easily find, apply for, and manage New York State grants, view payments and update profile information using [the SFS Vendor Portal](#). After logging into the system, click the SFS Coach icon on the Vendor Portal homepage to learn how to:

- Submit electronic invoices (eInvoices)
- Receive electronic payments
- Review payments, purchase orders, and invoices
- Maintain vendor information
- Apply for or renew your prequalification status
- Search for and respond to grant opportunities
- Approve grant contracts
- Submit progress reports
- Submit claims

Providing New York Medicaid Billable Services

If you are considering providing family and youth peer support as a Medicaid billable service, you can view these resources for more information:

- MCTAC Billing Resource Page (NYS) - <https://www.ctacny.org/special-initiatives/billing-65159bcd43dce/>
- MCTAC Billing Tool - <https://billing.ctacny.org/>
- Introduction to Billing Medicaid Managed Care - <https://www.ctacny.org/playlists/billing-medicaid-managed-care/>
- Becoming a Medicaid Provider of Peer Support: A Guide for Family Run Organizations (SAMHSA, 2016) - <https://www.fredla.org/wp-content/uploads/2018/03/Guide-for-Family-Organizations-to-Become-Medicaid-Providers-1.pdf>



Foundation and Other Grant Resources

- ✓ National and Local Foundations Focusing on Behavioral Health and Disparities: <https://nned.net/opportunities/funding/national-local-foundations/>
- ✓ Foundation lists that focus on mental health (refer to those that list NY region): <https://bloomerang.co/blog/funding-and-grant-resources-for-nonprofits-focused-on-mental-health/>
- ✓ NY Health Foundation: <https://nyhealthfoundation.org/>
- ✓ NY Community Trust: <https://thenytrust.org/>
- ✓ Robert Wood Johnson Foundation: <https://www.rwjf.org/en/grants/active-funding-opportunities.html>
- ✓ Grant Research Tools: <https://www.councilofnonprofits.org/running-nonprofit/fundraising-and-resource-development/grant-research-tools>

Family and Youth Peer Led Network Organizations

Please consider other resources on family and youth peer support from the following organizations:



<https://youthmovenational.org/>



<https://www.ffcmh.org/>



<https://www.fredla.org/>



www.peersupportworks.org



www.familyvoices.org



www.nami.org



<https://www.ftnys.org/>

Additional Resources

- *The Only Grant-Writing Book You'll Ever Need* by Ellen Karsh and Arlen Sue Fox
- *Winning Grants Step by Step: The Complete Workbook for Planning, Developing and Writing Successful Proposals* by Tori O'Neal-McElrath
- Funding for Good - <https://fundingforgood.org/>
- Candid - <https://candid.org/>